



## MINIMUM ESSENTIAL ITEMS FOR BUILDING CODE VIOLATION SUBMITTAL

Yes	No	DESCRIPTION	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application	_____
<input type="checkbox"/>	<input type="checkbox"/>	(2) Complete Sets of Plans	_____
<input type="checkbox"/>	<input type="checkbox"/>	Enforcement Officer Stamp & Signature	_____
<input type="checkbox"/>	<input type="checkbox"/>	Architect/Engineer Stamp & Signature	_____
<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets of Truss Calcs	_____
<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets Title 24 Energy Documentation	_____
<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets of Structural Calculations	_____

### CRITERIA AND CONTENT REQUIRED FOR PLAN SUBMITTAL

**(PLANS THAT DO NOT MEET THESE REQUIREMENTS WILL NOT BE ACCEPTED FOR REVIEW)**

**CRITERIA:** Plans **must** be drawn to scale on a minimum sheet size of **18" X 24"**. Acceptable scale for plans is as follows - **PLOT PLAN** **must** be drawn to a standard engineering scale (scaled in 10 foot increments, i.e. 1" = 10' to 1" = 60'). **ALL OTHER PLANS** **must** be drawn to a standard architect's scale (i.e. 1/4" = 1'-0"). Plans **must** be submitted in (2) complete sets with all sheets in numerical order, stapled together at the left hand edge, presented in a non-erasable format (**must** be photocopy or print, pencil or ink is not acceptable).

**CONTENT:** Each set of plans **must** consist of the following **INFORMATION** unless noted otherwise.

Yes	No	INFORMATION	DESCRIPTION
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROJECT DATA</b>	Owner info, site address/apn, scope of work
<input type="checkbox"/>	<input type="checkbox"/>	<b>PLOT PLAN</b>	See DPLU Form # 090
<input type="checkbox"/>	<input type="checkbox"/>	<b>FOUNDATION PLAN</b>	Reflects foundation system for structure
<input type="checkbox"/>	<input type="checkbox"/>	<b>FLOOR PLAN(S)</b>	Reflects layout of structure & all areas within
<input type="checkbox"/>	<input type="checkbox"/>	<b>2<sup>ND</sup> FLOOR FRAMING PLAN*</b>	Reflects floor framing system
<input type="checkbox"/>	<input type="checkbox"/>	<b>ROOF FRAMING PLAN</b>	Reflects roof design and structural framing
<input type="checkbox"/>	<input type="checkbox"/>	<b>EXTERIOR ELEVATIONS</b>	Reflects all sides of structure
<input type="checkbox"/>	<input type="checkbox"/>	<b>BUILDING SECTION(S)</b>	Reflects a typical cross section thru structure
<input type="checkbox"/>	<input type="checkbox"/>	<b>DETAILS</b>	Reflects structural connections
<input type="checkbox"/>	<input type="checkbox"/>	<b>TITLE 24 ENERGY DOC'S*</b>	Forms CF-1R & MF-1R must be part of plans
<input type="checkbox"/>	<input type="checkbox"/>	<b>ELECTRICAL PLANS</b>	Residential service of greater than 200 amps

**Asterisk (\*) denotes: may not be required/depending upon scope of work.**

**PRIOR TO PREPARING PLANS IT IS RECOMMENDED THAT YOU REVIEW  
DPLU DOCUMENT #658 'MINIMUM ESSENTIAL ITEMS FOR PLAN SUBMITTAL'  
FOR MORE DETAILED INFORMATION REGARDING PLAN CONTENT.**

**ADDITIONAL INFORMATION WHICH MAY BE REQUIRED  
IF YOUR PROJECT IS A COMMERCIAL USE**

		INFORMATION	DESCRIPTION
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT PLAN/SCHEDULE	Depending upon use
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL PLANS	Includes single line, calcs & schedules
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING PLANS	Reflects water supply & waste lines/connections
<input type="checkbox"/>	<input type="checkbox"/>	MECHANICAL PLANS	Reflects conditioned air/ventilation
<input type="checkbox"/>	<input type="checkbox"/>	HEALTH DEPT APPROVAL**	Depending upon use

**Double asterisk (\*\*) denotes: not required for plan submittal (must have for permit issuance)**

**NOTE: Plans which reflect new commercial construction MUST be stamped and signed by an architect or engineer licensed to practice in the state of California.**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Assessor Parcel Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date